

INFORMATION FOR P&F EMPLOYEE APPLYING FOR DISABILITY RETIREMENT:

(Procedural Steps to be followed)

1. Applicant contacts Pension Management Office. If applicable service/age eligibility qualifications for DISABILITY retirement are met, Applicant is furnished with:
 - a. Form 28-209, Application for Disability, Claimant's Statement, for completion and signature.
 - b. Form 28-212, Information for Employee Applying for Disability Retirement (this form) which lists the procedural steps followed by the Applicant and the Board in the processing of a disability retirement application.
2. Form 28-210, Statement by Department Head, is forwarded by Pension Management to proper official for completion and signature. In cases of "service connected disability," additional information may be requested from the Department Head regarding the disabling incident and possible reassignment.
3. Upon receipt of application for disability retirement, Pension Management shall contact the Risk Management Office to determine what claims, if any, have been filed under Workers' Compensation, and the disposition of such claims (in writing).
4. Pension Management will contact the Department Head to inquire whether any positions are available which Applicant might be able to fill, based on experience, training, and education. The Department Head will provide a written response to this inquiry.
5. When all aforesaid data has been compiled and forms furnished, the Executive Secretary will convene a meeting of the Disability Screening Committee (DSC) to review this data. At this point, if DSC does not feel there is sufficient medical data available, it shall have the authority to expend funds for additional medical examination and evaluation by a specialist of the Committee's choice before application is submitted to the Board for consideration and action.
6. When DSC is satisfied that sufficient reports and pertinent data are available, the Executive Secretary shall advise the employee/applicant of the hearing time, date and place before the Board and any other related information (as detailed in Section 3, Rule 4, subsection e., of the Rules and Regulations).
7. The Application for Disability Retirement is placed on the P&F Board agenda for consideration. At the time it is presented to the Board: (a) The President will present the application and ask the Applicant if there is any statement they wish to make; (b) if there are any witnesses or an attorney to make a statement; (c) Board members will have the opportunity to ask questions of the Applicant, attorney or witnesses; (d) again, ask the Applicant if he has any comments; (e) close the hearing by going into executive session to discuss the facts of the case; (f) return to open meeting, at which time the Board will take formal action on the disability application, citing the findings of the Board. If the application is denied, the Applicant should be advised of the right to appeal within 30 days (District Court).
8. If disability application is approved, the Applicant should be advised of the approval, the effective date that the pension will begin, the requirement of the Board's option to have the retiree re-examined and evaluated on an annual basis, and the requirement that the disability retiree provide a copy of their federal income tax return annually to establish their earnings from gainful occupation until reaching age 50 (Plan B) or age 55 (Plan A and C-79).